



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0103**

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**AUG 28 2015**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Army Acquisition Functional Advisor (AAFA) Designation, Policy & Procedures**

**1. References:**

- a. Functional Area Charters for the Acquisition Career Development Program, 26 February 2001.
- b. DoDD 5000.52, Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 12 January 2005.
- c. DoDI 5000.66, Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program, 21 December 2005.
- d. Department of Defense "A Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management," 10 January 2006.
- e. Army Supplement to the Department of Defense "A Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management," 1 September 2010.
- f. Common Functional Integrated Product Team (FIPT) Charter.

**2. Applicability.** This policy applies to U.S. Army Acquisition Support Center (USAASC) Army Director of Acquisition Career Management (DACM) Office Functional Integrated Product Team (FIPT) representatives and the designated AAFA's.

**3. Purpose.** To provide Army DACM Office guidance on the designation of AAFA's and the associated roles and responsibilities.

**4. Background:**

a. Functional Integrated Product Teams (FIPTs), mandated and established in 1990 as part of the Defense Acquisition Workforce Improvement Act (DAWIA), were intended to address DAWIA certification tenets and acquisition career development for each of the Acquisition Career Fields (ACF). The overarching intent is to establish a permanent training relationship between the Acquisition Career Field (ACF) and the Defense Acquisition University (DAU) to efficiently and effectively address and assess requirements and functional competencies.

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b. Under the Functional Integrated Product Team (FIPT) Charter (reference 1f), the Under Secretary of Defense for Acquisition Technology and Logistics (USD AT&L) appoints senior level leaders as ACF Functional Leaders and Executive Secretaries to ensure proper oversight on these FIPTs. Each of the Service DACM Offices provides representation to these quarterly FIPTs.

c. The USAASC Army DACM Office supports FIPTs by ensuring Army Acquisition Workforce (AAW) proponents (acquisition career development experts) attend these meetings. While these personnel are Subject Matter Experts (SMEs) with regard to acquisition career development, they are not functional SMEs.

d. To ensure full representation of an ACF FIPT, the Army DACM Office identifies ACF SMEs at the GS-15 or Senior Executive Service (SES) level to attend these FIPTs to ensure the Army Acquisition Corps (AAC) has full representation and advocacy in these USD AT&L forums.

e. Army DACM Office representatives can represent the state of the AAW as they are the central repository for all Army acquisition personnel DAWIA requirements. AAFA's are needed to foster open dialogue, provide ACF SME representation, and attend ACF FIPT meetings.

5. Procedures. The USAASC Army DACM Office shall designate/appoint in writing an Army acquisition professional who meets Acquisition Corps membership, who has a level III DAWIA certification in the designated ACF represented, and who holds the grade of GS-15 or higher. The Army DACM Office ACF Representative will work with the AAFA to ensure synchronization of Army advocacy for ACFs at USD AT&L ACF FIPTs.

**6. Roles/Responsibilities:**

a. Army DACM office shall:

(1) Coordinate the selection and designation of AAFA's for DACM approval and signature;

(2) Manage the AAFA succession planning;

(3) Develop, distribute, and maintain roster of AAFA designees;

(4) Attend FIPT meetings as scheduled;

(5) Serve as an acquisition career development expert at FIPTs;

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**(6) Ensure FIPT agendas are discussed with the AAFA in advance of the scheduled FIPT;**

**(7) Prepare an Executive Summary (EXSUM) following the FIPT to communicate actions and results of the FIPT; and**

**(8) Communicate final FIPT decisions affecting DAWIA ACF changes to certification requirements to the entire Army acquisition community.**

**b. AAFA(s) shall:**

**(1) Serve as SME for the designated ACF and represent the acquisition functional area within the Army and to the USD AT&L designated Acquisition Functional Leads at scheduled FIPTs.**

**(2) Coordinate with the Army DACM Office, ACF FIPT representative on a routine basis and as needed. Share insight of functional advisory groups or initiatives to ensure coordinated ACF insight.**

**(3) Provide functional advice and recommendations to support implementation of Army Acquisition Workforce Education, Training, and Career Development initiatives.**

**(4) As necessary, represent Army acquisition as SME at USD AT&L ACF working group forums, specifically as these meetings relate to ACF analysis, acquisition training, education, certification, continuous learning, and position category descriptions, as applicable.**

**(5) Collaborate and dialogue with designated representatives at the Army DACM Office concerning acquisition workforce strategic planning. Share successful Army practices and lessons learned to ensure acquisition career development mission synchronization.**

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7. Policy Support. The point of contact for this policy is Ms. Joyce B. Junior, commercial (703) 805-2879, DSN 655-2879, or e-mail: joyce.b.junior.civ@mail.mil.



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